

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DIRECTOR OF REAL PROPERTY TAX SERVICES I**

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Jurisdictional Class: **Non-Competitive\* (policy influencing/confidential)**

Date Adopted: **3/71**

Date Revised: **1/31/97**

Jurisdictions: **County**

Union Status: **Exempt**

Pay Grade:

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional and administrative position involving responsibility to direct a county tax agency by providing accurate and timely information and advice on real property assessments, equalization and taxes. Work is performed under general supervision of the Board of Supervisors and is subject to general review by the New York State Board of Real Property Services. Supervision is exercised over the work of technical and clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Services to Towns (Statutory):

- Prepare and maintain tax maps; provide copies to Assessors;
- Advise Assessors on preparation and maintenance of assessment rolls, property record cards, exemption administration;
- Provide Assessor orientation training;
- Provide Board of Assessment Review training

Services to County (Statutory)

- Provide pertinent data to County equalization agency;
- Coordinate any county-wide revaluation program;
- Serve on County Agricultural & Farmland Protection Board;
- Prepare annual and special reports as required by County Board of Supervisors and/or New York State Board of Real Property Services

As Authorized by County Legislature:

- Assist in the disposition and sale of real property acquired by the County as a result of tax sale;
- Supply towns with assessment rolls, tax rolls and bills

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of current principles, practices and theory of real property valuation and assessment; good knowledge of real property tax law; judicial and administrative determinations relating to valuation of real property; working knowledge of deeds and related property records; good knowledge of office and staff management; ability to establish and maintain effective relationship with the public, Assessors and other town/county officials; ability to plan, organize and supervise the work of others; ability to effectively utilize and explain the use of tax maps and other valuation tools; integrity; tact; courtesy; good judgment.

**MINIMUM QUALIFICATIONS:**

(Minimum requirements established by the State Board of Real Property Services)

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- (A) Graduation from high school, or possession of an accredited high school equivalency diploma; and five years of satisfactory full-time paid experience in an occupation providing a good knowledge of real property values and the principles, methods and procedures required for the assessment of real property for tax purposes; i.e. an assessor, principal in an appraisal firm, director of a mass appraisal project, administrative position in the office of real property tax services or real property tax agent. As part of the foregoing work experience or in connection with any other work experience, candidates must have had at least one year of full-time paid administrative experience involving the responsibility of planning, organizing and directing a work program; OR
- (B) Graduation from an accredited two-year college and four years of experience described above; OR
- (C) Graduation from an accredited four year college and three years of the experience described above; OR
- (D) An equivalent combination of the education and experience described above, subject to the following:  
One year of graduate study may be substituted for one year of the foregoing experience. No more than two years of graduate study may be applied as a substitute for the foregoing experience.